

SECRET
Classification

DDS/OL/SD 17

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120066-2

CONTROL NO. 2XXXXXX

25X1

PREPARE IN DUPLICATE

OL/SD, ☐ 4

See above

1. TITLE OF REPORT (if a fill-in report include Form No.)

Man Hours

2. TYPE
OF
REPORT☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

☒

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies) 1

25X1

7. FORMAT (memorandum, form
computer print-out, etc)☐ Form

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief, ☐10. PREPARING COMPONENT (include lowest level
contributing information to report)☐ Branches11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

3

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|-------|----------------|---|---------------------|---|--------------------|---|-------------------|---|---------------|
| GS-6 | 3.97 | | 3/4 | | 2.97 | | 12 | | 35.64 |
| GS-15 | 12.10 | | 1/4 | | 3.02 | | 12 | | 36.24 |
| GS-16 | 14.04 | | 1/4 | | 3.51 | | 12 | | 42.12 |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

TOTAL COSTS PER YEAR

\$114.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report has been used in the past to evaluate production compared with man-hours available and sick and annual leave used. It could be eliminated as basic information is available from T/A reports.

14. FUTURE GOALS

STAT

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS☐ OTHER (explain)☐ CHANGE☒ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

XX

XXXXXX

46

\$259.44

16. DATE OF INVENTORY

28 September 1970

INFORMATION

18. EXTENSION

25X1

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120066-2

FORM
9-70

142

Classification

(22-36-43)